

New law retains existing law which provides that all persons and public bodies having custody or control of any public records of the state of La. or any of its subdivisions may utilize any appropriate form of the microphotographic process, or an electronic digitizing process capable of reproducing an unalterable image of the original source document, for the recordation, filing, and preservation of all existing public records, forms, and documents or records, forms, and accumulated documents which pertain to their functions and operations in order to maintain efficient and economical records management programs and to conserve storage space, provided that the use of such microphotographic or electronic digitizing processes is not otherwise prohibited by law and that all microforms produced comply with standards established by the division of archives, records management, and history of the Dept. of State.

New law retains existing law which provides that, when electronic digitizing is utilized, the original source document or microfilm of such source document shall be maintained until such time as electronic digitizing is recognized as an acceptable means of records preservation.

New law retains existing law which provides that public safety services within DPS&C is not required to maintain the original source document or microfilm thereof when such document has been preserved utilizing electronic digitizing pursuant to written operating standards providing for retention and back-up schedules in accordance with recognized computer operating practices which at a minimum provide the technical equivalent of back-up copies.

New law adds all public retirement systems, plans, and funds to the entities that are not required to maintain original source documents when digitization is utilized.

New law also requires that any further exceptions to the requirement to retain original source documents or microfilm thereof must have the written approval of the state archivist.